

**DoD Space Planning Criteria for Health Facilities**  
**Audiology / Hearing Conservation / Speech Pathology / Ear Nose and Throat**  
**(ENT) or Otorhinolaryngology Clinic**

**Edited on 4/20/04**

**3.10.1. PURPOSE AND SCOPE:**

This section provides guidance for the space planning criteria for the outpatient audiology, hearing conservation, speech pathology, and otorhinolaryngological activities in DoD medical facilities. Otorhinolaryngology clinics include: Ear, Nose and Throat (ENT) and Vestibular exams.

**3.10.2. DEFINITIONS:**

**Audiology:** Audiology services in military treatment facilities provide the following types of services: evaluation of the auditory system to include pure tone air and bone conduction, speech threshold and recognition testing, electrophysiological testing, vestibular evaluations, pre and post operative exams, dispensing and fitting of hearing aids and hearing protection, and hearing conservation services.

**Educational and Developmental Intervention Services (EDIS):** Educational and Developmental Intervention Services are governed by DoDI 1010.13 which mandates that all children with special needs receive the assistance they require in order to receive a proper education. In OCONUS locations the military medical service shares the responsibility for providing these services with DoDDS. Medical related services can include occupational therapy, physical therapy, psychology services, and speech and audiology services.

**Full-Time Equivalent (FTE):** A work force equivalent to one individual working full time for a specific period, which may be made up of several part-time individuals or one full-time individual. This will include everyone working in the facility; military, civilian and contractor personnel.

**Hearing Conservation:** Hearing Conservation services are provided separately from Clinical Audiology Services. Hearing Conservation will provide the following services: hearing testing for the determination of temporary or permanent threshold shift (TTS/PTS), fitting of appropriate hearing protection, health education.

**Office:** Room Code OFA01 is a private office outfitted with standard office furniture. Room Code OFA02 is a private office outfitted with systems furniture. Room Code OFA03 is a cubicle outfitted with systems furniture.

**Otorhinolaryngology:** The branch of medicine concerned with medical and surgical treatment of the head and neck, including the ears, nose and throat.

**Preceptor/Consult Room:** - A location is required for residents in training to be able to discuss cases in private with supervising faculty physicians (preceptors). These discussions occur during the course of a patient visit, requiring proximity to exam room areas. In clinic configurations with staff physician offices clustered near exam rooms, precepting may be feasible from the faculty physician's own office and not from a dedicated central preceptor room. Note that any space provided for precepting must afford privacy from eavesdropping patients and passers-by ... hence an open area accessible by non-staff is NOT acceptable.

**Provider:** An individual, who examines, diagnoses, treats, prescribes medication and manages the care of patients within their scope of practice as established by the governing body of a healthcare organization. General providers are physicians, physician's assistants and clinical nurse practitioners. The term 'staff providers' does not include residents.

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**Speech Therapy:** Speech services in military treatment facilities provide diagnosis and treatment of speech, language, voice, and swallowing disorders. Patients with such communication disorders often have hearing deficiencies.

**Vestibular:** relating to the internal ear, where balance functions are governed.

**3.10.3. POLICIES:**

**Clinic Composition:** A separate audiology / speech therapy clinic will not be programmed if the number of audiologist and speech therapist's FTEs is 2 or less. When the workload of audio and speech does not support a separate clinic, the services may be combined with ENT, or otorhinolaryngology services.

A separate ENT clinic will be programmed if the number of otorhinolaryngologist FTEs is 3 or more. When the staffing of otorhinolaryngologist does not support a separate clinic, the services may be combined with the general surgery clinic or audiology/hearing conservation and/or speech pathology services.

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**Educational and Developmental Intervention Services (EDIS):** Adequate space for EDIS functions must be provided within OCONUS locations where dependents are sponsored. This may entail providing a single area for multiple specialties or it may simply entail ensuring the appropriate medical specialties are staffed within their own separate clinics. If a single EDIS area is provided, waiting and reception space, appropriate administrative office space, and appropriate treatment space (based on specialties included) will be provided. For the purpose of this section this could include locating an audiologist and/or speech pathologist within the EDIS area.

**Separate Hearing Conservation Facilities:** For the Army, a separate (freestanding) hearing conservation clinic will be constructed when there is an "at risk" hearing conservation population of 8,000 or greater.

**3.10.4. PROGRAM DATA REQUIRED:**

- How many FTE providers are projected?
- How many FTE Speech Therapists are projected?
- How many FTE Otorhinolaryngologists are projected?
- How many FTE nursing staff are projected?
- How many FTEs on peak shift are projected?
- How many FTE Audiologists are projected?
- How many FTE Audiology Technicians are projected?
- How many FTE Speech Therapy Technicians are projected?
- How many NCOIC/LCPO/LPO/SMT are projected?
- How many nurse managers are projected?
- How many officers or officer equivalents are projected?
- How many staff will require a private office?
- How many staff will require a cubicle?
- How many staff will require a locker?
- How many one-person audiometric booths will be required?
- Will a pediatric playroom be required?
- Will a patient education cubicle in the waiting room be required?
- Will vestibular exams be performed in the clinic?
- Will a four-person audiometric booth be required?
- Will a six-person audiometric booth be required?
- Is an isolation room required?
- Is a procedure room required?

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### DoD Space Planning Criteria for Health Facilities Audiology / Hearing Conservation / Speech Pathology / Ear Nose and Throat (ENT) or Otorhinolaryngology Clinic

#### 3.10.4. PROGRAM DATA REQUIRED: Continued

Will there be vending machines in the staff lounge?  
 Will there be a Residency Program?  
     Will there be a Residency Program Director?  
     Will there be a Residency Program Secretary?  
 How many Residents are projected?  
 How many Residency Staff require a private administrative office?  
 How many Residency Administrative Staff cubicles are required?  
 Will a bone dissection lab be required?

**NOTE:** GP indicates that a guideplate exists for that particular Room Code.

#### 3.10.5. SPACE CRITERIA:

FUNCTION	ROOM CODE	AUTHORIZED		PLANNING RANGE/COMMENTS
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#### RECEPTION AREAS

Clinic Waiting	WRC01	5.57	60	Minimum. Provide three seats per each projected FTE provider. Provide 16 nsf for 95% of the seats and 25 nsf for 5% of the seats (handicapped waiting).
Playroom, Waiting (GP)	PLAY1	9.29	100	Provide if in clinic concept of operations.
Reception (GP)	RECP1	13.01	140	Minimum. Provide 140 nsf for the first eight providers. Increase 60 nsf for each increment of four providers over the initial eight providers. Includes space for two technicians. When only one technician required, consolidate with adjacent department, where possible.
Patient Education Kiosk/Alcove	CLSC1	2.79	30	One per clinic
Patient Education Cubicle	CLCS2	2.79	30	Provide if in clinic concept of operations. Includes a computer workstation for patient self-assessment, printing educational brochures, etc.
Public Toilets	NA	NA	NA	Space will be provided in the Common Areas. See Section 6.1.

**Deleted:** Per provider team when consolidated reception or one at 140 nsf per every 8 providers.

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#### PATIENT AREAS - ENT (Otorhinolaryngology):

ENT Exam Room (GP)	EXEN1	11.15	120	Two per projected FTE providers.
ENT Treatment Room	TREN1	16.26	175	One for every three projected FTE providers.
Speech Therapist Office /Exam	EXOS1	11.15	120	One per projected FTE speech therapist.
One Person Audio Screening Booth (GP)	PEHS1	11.15	120	One per every four projected FTE otorhinolaryngologist. May be combined with Audiology Department.

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#### PATIENT AREAS - ENT (Otorhinolaryngology): Continued

Vestibular Exam Room	EXVE1	13.94	150	One per clinic, if <u>vestibular exams</u> are performed in <u>the ENT clinic</u> . Consider performing this function in <u>an ENT treatment room</u> , unless workload requires a dedicated room.
Patient Toilet (GP)	TLTU1	4.65	50	One if number of projected FTE providers is between three and eight. Provide two toilets if number of projected FTE providers are between nine and fifteen. Provide three toilets if number of projected FTE providers are sixteen or more with a maximum of three toilets.

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#### STAFF AND ADMINISTRATIVE AREAS ENT (Otorhinolaryngology):

Provider Office (GP)	OFD01	11.15	120	Army. One per projected FTE staff provider. (See also Residency Program section.)
	OFD02			Navy. One per projected FTE staff provider. (See also Residency Program section.)
	OFD03			Air Force/VA - One per projected FTE staff provider. (See also Residency Program section.)
Audiologist Office (GP)	OFD01	11.15	120	Army One per projected FTE audiologist.
	OFD02			Navy. One per projected FTE audiologist.
	OFD03			Air Force/VA - One per projected FTE audiologist.
Audiology Technician Cubicle	OFA03	5.57	60	One cubicle per every three or fraction of three technician FTEs projected. (Do not include the NCOIC/LCPO/LPO/SMT.)
Speech Therapy Technician Cubicle	OFA03	5.57	60	One cubicle per every three or fraction of three technician FTEs projected. (Do not include the NCOIC/LCPO/LPO/SMT.)
Nurse Manager Office	OFA01	11.15	120	Private office, Standard Furniture. One per projected FTE Nurse Manager.
	OFA02			Private office, Systems Furniture. One per projected FTE Nurse Manager.
Nurse Workroom	WRCH1	11.15	120	Army/Navy. Minimum. Add 40 nsf for each projected FTE nurse above four.
	OFA03	5.72	60	Air Force/VA. Cubicle Systems Furniture. One per projected FTE Nurse.
NCOIC/LCPO/LPO/SMT Office	OFA01	11.15	120	One per <u>clinic</u> .
	OFA02			
Advice Nurse Office	OFA01	11.15	120	One per <u>projected FTE Advice Nurse</u> .
	OFA02			

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FUNCTION	ROOM CODE	AUTHORIZED		PLANNING RANGE/COMMENTS
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#### STAFF AND ADMINISTRATIVE AREAS ENT (Otorhinolaryngology): Continued

Administrative Personnel with Private Office	OFA01	11.15	120	One per projected FTE requiring a private office. See Section 2.1. Some examples are Group Practice Manager, Nurse Educator, Health Care Integrator, any staff who interviews or counsels patients.
	OFA02			
Administrative Cubicle	OFA03	5.57	60	Per projected FTE administrative personnel requiring a dedicated workspace but not a private office. See Section 2.1.
Patient Records Area	FILE1	5.57	60	If records are stored outside of the clinic. See Section 2.5.
Copy Room	RPR01	9.29	100	For Copier/Fax/Mailbox distribution.
Forms/Literature Storage	SRS01	9.29	100	One per clinic.
Conference Room (GP)	CRA01	23.23	250	Minimum use CRA01. One per department with less than eight officers or officer equivalents.
	CRA02	27.87	300	For increase in size (CRA02 and CRA03) see Section 6.1.
	CRA03	37.16	400	
Staff Lounge (GP)	SL001	13.01	140	Minimum. See Section 6.1.
Personal Property Lockers (GP)	LR001		20	For staff without a dedicated office/cubicle space. See Section 6.1.
Staff Toilets (GP)	TLTU1	4.65	50	Minimum for total clinic staff of at least ten. See Section 6.1 for increase in size and for male/female breakdown.

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#### CLINIC SUPPORT AREAS ENT (Otorhinolaryngology):

Clean Utility (GP)	UCCL1	11.15	120	For up to 6 projected FTE providers.
		13.94	150	For 7 - 12 projected FTE providers.
		16.72	180	For more than 12 projected FTE providers.
Soiled Utility (GP)	USCL1	8.36	90	For up to 6 projected FTE providers.
		11.15	120	For 7 - 12 projected FTE providers.
		13.94	150	For more than 12 projected FTE providers.
Litter/Wheelchair Storage	SRLW1	5.57	60	One per clinic.
Crash Cart Alcove	RCA01	1.86	20	One per clinic. Can be shared between several clinics if fully accessible to all.
Equipment Storage	SRE01	9.29	100	One per clinic.

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#### TESTING/TREATMENT: AUDIOLOGY/SPEECH PATHOLOGY

Audiology Pediatric Evaluation/Therapy	EXRP1	11.15	120	One per every two <u>projected FTE</u> audiologists. If collocated with ENT clinic can be combined.
One Person Audio Screening Booth (GP)	PEHS1	11.15	120	One-person booth. Minimum requirement when
	PEHS2	34.84	375	audiology service provided.
	PEHS3			One four to six-person booth if in clinic concept of operations.
Audiobooth Suite (GP)	PEHS4	34.84	375	One suite per <u>projected FTE</u> audiologist. If there is a hearing conservation program, add an additional suite per 20,000 of population supported.
Hearing Aid Fitting Room	HAFR1	18.58	200	One per clinic when two or more <u>projected FTE</u> audiologists. Combine with Hearing Aid Laboratory when only one <u>projected FTE</u> audiologist.
Hearing Aid Laboratory	HATL1	9.29	100	One per clinic when two or more <u>projected FTE</u> audiologists. Reduce to 80 nsf and combine with Hearing Aid Fitting Room when only one <u>projected FTE</u> audiologist.
Evoked Potential Response Room	EVPR1	9.29	100	One per clinic when two or more <u>projected FTE</u> audiologists. Reduce to 80 nsf and combine with Vestibular Laboratory when only one <u>projected FTE</u> audiologist.
Audiology Testing Room	TREN2	16.26	175	One per clinic when services not provided in ENT. Also serves as location for computerized fluency assisted therapy, tracheoesophageal puncture (TEP) patient care, modified barium swallow results review, and videostroboscopy lab.

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#### Functions that are required for Residency Education in Otorhinolaryngology:

*The following areas must be programmed if the MTF provides an Otorhinolaryngology Residency Program.*

RESIDENCY PROGRAM					Deleted: STAFF AND ADMINISTRATIVE AREAS
Residency Program Director (GP)	OFD01	11.15	120	Army. One per director of a residency program.	Deleted: an
	OFD02			Navy. One per director of a residency program.	Deleted: Otorhinolaryngology Residency Program.
	OFD03			Air Force/VA.	Deleted: an
Secretary with Visitor Waiting	SEC01	11.15	120	Per projected FTE secretary.	Deleted: Otorhinolaryngology Residency Program.
Private Office	OFA01	11.15	120	One per projected FTE that requires a private office.	Deleted: v
	OFA02				Deleted: w
Administrative Cubicle	OFA03	5.57	60	Provide 60 nsf per projected FTE administrative personnel requiring a dedicated cubicle.	Deleted: .
Resident Cubicle	OFA03	5.57	60	Minimum. Per projected resident.	Deleted: Standard Furniture - Per projected FTE.¶ System Furniture
Residency Library	LIBB1	13.01	140	One per residency program.	Deleted: Per projected FTE.
Conference Room (GP)	CRA01	23.23	250	Minimum, one per residency program. For increase in size, see Section 2.1.	Deleted: s
Resident Exam Room (GP)	EXEN1	11.15	120	One per projected resident. Minus the two monitored exam rooms.	Deleted: 60 nsf per assigned resident
Monitored Exam Room - Subject & Observer room. (GP)	EXEN1	11.15	120	Provide two exam rooms per residency program, and one CMP02. These rooms use cameras and videotapes.	Deleted: R
	CMP02	5.57	60	One room can support two exam rooms.	Deleted: P
Preceptor/Consult Room	OFDC1	11.15	120	One per eight staff providers per clinic concept of operations.	Deleted: Minimum. One per Residency Program. See Section 2.1 for increasing size.
Bone Dissection Lab	LBDS1	13.94	150	Special study required.	Deleted: rooms
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FUNCTION	ROOM CODE	AUTHORIZED		PLANNING RANGE/COMMENTS
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### Freestanding Hearing Conservation Clinic:

#### RECEPTION AREAS: Freestanding Hearing Conservation Clinic

Clinic Waiting	WRC01	5.57	60	<u>Minimum. Provide two seats per each projected FTE audiologist or speech therapist. Provide 16 nsf for 95% of the seats and 25 nsf for 5% of the seats (handicapped waiting).</u>
Reception (GP)	RECP1	13.01	140	<u>Minimum. Provide 140 nsf for the first eight providers. Increase 60 nsf for each increment of four providers over the initial eight providers.</u>
Patient Classroom/Conference Room	CLR01	23.23	250	One per clinic.
Public Toilets	NA	NA	NA	<u>Space will be provided in the Common Areas. See Section 6.1.</u>

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#### TESTING/TREATMENT AREA: Freestanding Hearing Conservation Clinic

Audiology Pediatric Evaluation/Therapy Room	EXRP1	11.15	120	One per every two <u>projected FTE audiologists.</u>
Audiology Testing Booth	PEHS1	11.15	120	One-person audiometric booth. Number of booths is based on clinic concept of operations.
	PEHS2	34.84	375	Four-person audiometric booth. See above comment.
	PEHS3	34.84	375	Six-person audiometric booth. See above comment
Audiobooth Suite (GP)	PEHS4	34.84	375	One suite per <u>projected FTE audiologist</u>
Hearing Aid Fitting Room	HAFR1	18.58	200	One per clinic if <u>FTE audiologist is projected.</u>
Hearing Aid Laboratory	HATL1	9.29	100	One per clinic if <u>FTE audiologist is projected.</u>

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FUNCTION	ROOM CODE	AUTHORIZED		PLANNING RANGE/COMMENTS
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#### STAFF AND ADMINISTRATIVE AREAS: Freestanding Hearing Conservation Clinic

<a href="#">Audiologist Office (GP)</a>	<a href="#">OFD01</a>	<a href="#">11.15</a>	<a href="#">120</a>	<a href="#">Army - One per projected FTE audiologist.</a>
	<a href="#">OFD02</a>			<a href="#">Navy - One per projected FTE audiologist.</a>
	<a href="#">OFD03</a>			<a href="#">Air Force/VA - One per projected FTE audiologist.</a>
NCOIC/LCPO/LPO/SMT Office	<a href="#">OFA01</a> <a href="#">OFA02</a>	<del>11.15</del>	<del>120</del>	Standard Furniture. One per clinic. System Furniture
Private Office	<a href="#">OFA01</a> <a href="#">OFA02</a>	11.15	120	Private office. Standard furniture Private office. System furniture.
Administrative Cubicle	<a href="#">OFA03</a>	5.57	60	<a href="#">Per projected FTE administrative personnel requiring a dedicated workspace but not a private office. See Section 2.1. ▼</a>
<a href="#">Patient Records Area</a>	<a href="#">FILE1</a>	<a href="#">5.57</a>	<a href="#">60</a>	One per <a href="#">clinic</a> .
Copy <a href="#">Room</a>	<a href="#">RPR01</a>	<a href="#">9.29</a>	<a href="#">100</a>	For Copier/Fax/Mailbox distribution.
Forms/Literature Storage	<a href="#">SRS01</a>	<a href="#">11.15</a>	<a href="#">100</a>	One per clinic.
<a href="#">Conference Room (GP)</a>	<a href="#">CRA01</a>	23.23	<a href="#">250</a>	<a href="#">One per clinic.</a>
Staff Lounge (GP)	<a href="#">SL001</a>	13.01	140	Minimum. See Section 6.1 <a href="#">for increase in size.</a> ▼
Personal Property <a href="#">Lockers (GP)</a>	<a href="#">LR001</a>	<a href="#">1.86</a>	<a href="#">20</a>	For staff without a dedicated office/cubicle space. <a href="#">See Section 6.1 for increase in size or for Changing Locker Room criteria.</a>
<a href="#">Staff Toilets (GP)</a>	<a href="#">TLTU1</a>	4.65	<a href="#">50</a>	<a href="#">Minimum for total clinic staff of at least ten. See Section 6.1 for increase in size and for male/female breakdown.</a>

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#### CLINIC SUPPORT AREAS: Freestanding Hearing Conservation Clinic

<a href="#">Clean Utility (GP)</a>	<a href="#">UCCL1</a>	<a href="#">11.15</a>	<a href="#">120</a>	One per clinic.
<a href="#">Soiled Utility (GP)</a>	<a href="#">USCL1</a>	<a href="#">8.36</a>	<a href="#">90</a>	One per clinic.
<a href="#">Equipment Storage</a>	<a href="#">SRE01</a>	<a href="#">9.29</a>	<a href="#">100</a>	<a href="#">One per clinic.</a>

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